



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 4650.1
00CMP
20 Aug 03

NAVDENCEN SOUTHWEST INSTRUCTION 4650.1

Subj: GOVERNMENT TRAVEL CHARGE CARD POLICY AND PROCEDURES

Ref: (a) DoD 7000.14-R, Financial Management Regulations, Volume 9, Chapter 3
(b) EBUSOPSOFFINST 4650.1
(c) National Defense Authorization Act for FY 2003 (P.L. 107-314)
(d) NAVDENCEN Southwest Instruction 1320.1E

1. Purpose. To establish policy and procedures for managing the Government Travel Charge Card (GTCC) Program, hereinafter referred to as the travel card, within Naval Dental Center Southwest (NDCSW).

2. Scope. This instruction applies to all military and civil service personnel assigned to NDCSW.

3. Background. The travel card is used to pay for expenses incident to official government travel. References (a) through (c) outline the policy and procedures for travel card management and use.

4. Definitions

a. Agency Program Coordinator (APC). The individual designated by the Commanding Officer to execute the GTCC Program on behalf of the command. The APC for NDCSW is the Comptroller.

b. Cardholder. An individual issued a travel card for use during official government travel.

c. Official Government Travel. Travel conducted under authorized, written travel orders for official government business.

d. Salary Offset. An automatic deduction or involuntary allotment established to deduct payment from a cardholder's pay account for past due balances.

e. Split Disbursement. A payment option where the traveler designates that a specified amount of his/her travel claim reimbursement be paid directly to his/her travel card account.

f. Travel Card. The contractor-issued charge card used for procuring authorized travel-related services.

g. Traveler. Any military or civil service personnel who travel in an official capacity.

20 Aug 03

5. Policy. Travelers on official business will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Reference (a) requires all personnel who travel in the performance of their duties to obtain and use the travel card unless otherwise exempted.

a. Exempted Personnel. References (a) and (c) exempt the following from mandatory use of the travel card:

(1) Personnel who are determined to be infrequent travelers. An infrequent traveler is one who travels less than three times per fiscal year. Directors will designate a member as a frequent traveler by virtue of his/her approval of the travel card application.

(2) Personnel who are denied travel cards or whose travel cards have been canceled or suspended for financial irresponsibility.

(3) Personnel on mission deployments.

b. Authorized Expenses. Per reference (a), travel cards may be used for the following travel-related expenses:

(1) Transportation expenses (e.g., airfare, car rental, taxi fare, train, and boat/ferry), including fuel, parking, and other transportation system related fares.

(2) Charges for meals.

(3) Lodging.

(4) Business related local and long distance telephone calls.

c. Misuse. NDCSW will not tolerate misuse of the travel card. Cardholders that misuse their travel cards will be subject to appropriate administrative and/or disciplinary action. These cards may only be used for reimbursable expenses associated with official travel.

d. Applicant Credit Checks. Credit checks will be performed on all new travel card applicants. An applicant has the option to decline the credit check. A restricted credit limit card will be issued to members who elect to decline the credit check. If an applicant agrees to a credit check, a credit check will appear on the credit bureau's record for the applicant, and will be evident to subsequent credit grantors who request a credit check.

6. Action

a. Directors will:

(1) Approve/disapprove travel card applications.

(2) Assist the APC in resolving delinquency and misuse issues with cardholders.

b. Cardholders will:

(1) Use the travel card only in conjunction with authorized government travel expenses.

(2) Complete and submit travel claims within five days of completion of travel. If in a long-term travel status, complete and submit an interim travel claim every 30 days.

(3) Use split disbursement for, at a minimum, that portion of travel claim reimbursements related to transportation, rental car, and lodging. Per reference (c), the Split Pay Option is mandatory for military personnel and strongly encouraged for civilian personnel.

(4) Make payment in full of the amount stated on the monthly billing statement upon receipt. Ensure all travel reimbursement payments are applied towards those charges made against the travel card during official travel.

(5) Notify the APC of any changes to his/her travel card account.

(6) Notify the card contractor in the case of a lost or stolen travel card, and notify the APC so that follow-up oversight can be conducted.

(7) Notify the APC of dismissal, retirement, separation, or transfer from NDCSW.

c. The APC will:

(1) Execute and manage the overall GTCC Program.

(2) Transfer cardholder accounts between commands when necessary.

(3) Terminate travel cards upon a cardholder's dismissal, retirement, separation, or transfer from NDCSW.

(4) Cancel a cardholder's travel card for documented financial irresponsibility.

(5) Review travel card usage on a quarterly basis, and deactivate or cancel cards when cards have not been used, or where usage is so infrequent that the cardholder could be classified as an infrequent traveler.

NDCSWINST 4650.1

20 Aug 03

(6) Monitor delinquencies and take appropriate actions as required. Ensure that cardholders are advised that salary offset procedures may be implemented against them for collection of delinquencies that are 90 or more days past due.

d. The Commanding Officer will designate the APC in writing to manage the GTCC Program.



J. W. KIRBY

Distribution:
List 1, Case 1, 2